



**INSTRUCTION MANUAL FOR  
FP *ratemail* SCALE**

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**Keep this instruction manual in a safe place**

## 1. Installation

This operators manual covers the rate*mail* series of scales.

Carefully remove the machine and accessories from the packaging.

Each rate*mail* is supplied with a separate external power supply as standard. Power consumption is minimal and the scale may be left on continuously if desired. Ensure that the scale is installed on a firm and level surface, away from draughts and radiators. For the 10Kg and 30Kg scales, check that the indicator and the platform are not touching each other.

**ONLY THE SUPPLIED DOUBLE INSULATED SUPPLY SHOULD BE USED – OTHERS MAY BE UNSAFE.**

**Care should be exercised when cleaning the scale. The scale housing is made of ABS plastic. The keyboard overlay is reverse printed polycarbonate.**

When using a cleaning agent be sure to check suitability prior to use, and if still unsure test the cleaning agent sparingly on a part of the machine not normally in view.

## 2. Operation

The power entry for the machine is located underneath the scales. Cable ways are molded into the scales case to maintain a neat appearance. Switch on the power at the mains socket. During start-up the display will show the version number of the software, a copyright notice and the current date and time.

It is essential that during this period and a few seconds afterwards the platform is empty because the the scales will auto-zero at this time. The display then shows weight in grams. Allow a brief warm up time. If necessary set the display to zero by pressing the zero key. (Ensure the platform is empty.)

The scale is now ready for use.

Note that if the scale has been set up to auto shut off, it will switch itself off if left unused for a short while. Pressing any key or the top weigh pan will switch it back on again. The scale will restart in the same mode that it was left in.

## 3. Weight Indication Mode

The weight may be shown by pressing the <ZERO/WEIGHT> key. Note that if you have a weight already on the scale, pressing the <ZERO/WEIGHT> will cause the weight to be zeroed. This zero function will work throughout the range of the scale allowing for example, containers to be tared off.

## 4. Postage Value Indication Mode

Once the item to be mailed is placed on the platform, select the required service. Confirmation of this will be shown on the information display. The price display will show the current postage for the item. Any current service add-ons will be cancelled.

Some service keys have more than one service on them. Pressing these keys once will bring up the first service listed on that key. Pressing the same key again will bring up the second service listed on that key and so on.

To select a standard service use the key with the required service on it. If a user defined carrier rate is required first press <SELECT RATE> and then press one of the <0> to <9> keys.

NOTE: When no package is on the platform, the price display will show the minimum value necessary for a letter or parcel.

## 5. Parcel Force International

When the international parcels key or the Europe parcels key is pressed the scale asks for a country code. The code, if known, may be entered directly. See enclosed country code booklet.

If the code is not known the operator can press the <ARROW UP> or <ARROW DOWN> key to get the required country. The code for that country is displayed on the right. To scan quickly through the countries keep a finger on the <ARROW UP> or <ARROW DOWN> key. When the required country is displayed press <ENTER>.

Once the country has been entered the operator can toggle through the three international parcels rates by pressing the international parcels key. Pressing this key a fourth time displays the Global Priority service. If the country code entered is not covered by the Global Priority service the scales will display  
'----- Global Priority'

To enter another country press the <COUNTRY CODE> key.

## 6. Add-on Services

- UK Recorded Signed For
- International Recorded Signed For
- International Recorded Signed For 500
- Airsure
- Airsure 500
- Special Delivery Saturday Guarantee

If these are available for the particular service selected, the button may be pressed. This - and any other pressed – will then be shown at half second intervals, along with the service, in the information display, and the postage price will reflect this.

If the service is not available, then 'NOT AVAILABLE' will be shown on the information display for about half a second. Some services become unavailable at certain weights, if this happens the display will read 'NOT AVAILABLE'

Pressing the add-on service button <RECORDED> whilst it is active will cancel that particular add-on service for UK mail services. When the same button is used with overseas mail services the display will cycle from <SIGNED> to <SIGNED 500> before canceling. A similar situation exists with the <AIRSURE> add-on when used in conjunction with an overseas mail service, the display will cycle through 'AIRSURE' to 'AIRSURE 500' before canceling.

A final note about add-ons. When an add-on is selected the scale automatically differentiates between overseas and inland add-on rates.

## 7. Parts Counting Mode

Before entering the parts counting mode make sure that the weight is at zero. Place the sample on the platform and press the <PARTS COUNTING/SAMPLE> key **TWICE**. Enter the sample amount and press <ENTER>. Now place the remainder of the parts to be counted on the platform. The display will show the total number of parts. When counting small or spherical parts, place a container on the platform and use the <WEIGHT/ZERO> button to tare the scales of the weight of the container, prior to entering the parts counting mode.

To re-sample, place the new sample on the platform (including Tared container if applicable) and press the <PARTS COUNTING/SAMPLE> key. Press <CLEAR> to clear the previous sample number, enter the new sample number and press <ENTER>.

Press any service key to exit the parts counting mode.

## 8. Franking Machine Interface

The ratem**ail** is equipped with a franking machine interface. The franking machines supported by the POST EXCEL include the following:

- FP EFS3000
- FP T1000/Optimail
- FP Optimail 30
- FP Ultimail
- FP Centormail

Note that a suitable interface cable must be fitted between the Franking Machine and the ratem**ail** – this should have been installed by your ratem**ail** supplier.

Ensure that the franking machine is turned on and set to scale mode. Check that the interface lead is connected between the scale and franking machine. To set the price on the franking machine press the <FRANK LETTER> key.

If the franking machine has a label bin, a label may be printed at the correct price by pressing the <FRANK LABEL> key.

These keys will only work when there is a valid price on the scale. The keys will not function if the first class inland **STAMP** rate is selected

## 9. Postal Rate Changes

The scale as supplied contains all necessary data for current Royal Mail/Parcel Force rates. The rate tables are contained on a memory card which is inserted into a card reader located underneath the scales. The memory card must be left in position at all times for the ratem*ail* to remain operational.

When the Royal Mail/Parcel Force change their postal rates the scale may be updated immediately by replacing the memory card with a new updated one supplied by Design Initiative Ltd or your distributor which includes simple replacement instructions. Please note; when replacing your memory card, the old memory card must be returned to Design Initiative Ltd, the address is on the back of this booklet. Note too that should the service structures change it is possible to replace the keyboard overlay.

NOTE: ISSUE NUMBERS. When the Royal Mail/ParcelForce rates change, the software issue number indicated on the memory card will increase. For example X46.0 to X47.0.

PLEASE NOTE: ALL BONE FIDE DESIGN INITIATIVE LTD MEMORY CARDS HAVE THE PRINTED SYMBOL (c) DI LTD FOLLOWED BY THE DATE. IF YOU ARE OFFERED ANY MEMORY CARD WITHOUT THIS, IT IS POSSIBLE THAT THE SOFTWARE HAS BEEN ILLEGALLY COPIED – BEWARE.

## NOTES

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## Environmental Information

This product may contain substances that can be hazardous to the environment if not disposed of properly.

Electrical and electronic equipment should never be disposed of with general household waste, but must be separately collected for their proper treatment and recovery.

The crossed out bin symbol, placed on the product, reminds you of the need to dispose of the product correctly at the end of its life.

In this way you will assist in the recovery, recycling and reuse of many of the materials used in this product.

At the end of the life of your product please contact your distributor for information on collection arrangements.

When buying this new product your retailer should inform you of the possibility to return, free of charge, another end of life product of equivalent type that has fulfilled the same functions as the supplied equipment.

With your help it is possible to reduce the amount of electrical and electronic waste ending up in landfill, and to improve quality of life by preventing the release of potentially hazardous substances into the environment.

**Please Note: Only put the white polyethylene scale packaging in the free blue posting bag. Any other packaging or any equipment returned using the blue mail sack will be charged carriage and a £25.00 handling fee.**

This **white** packing is identified in the photos below



**Fold ends inwards.  
PE3/5 only**



**Only place the white scale packaging in the  
blue mailing bag**



## 10. References

If in doubt as to whether a service is applicable or other postage conditions, refer to post office material.

Other Design Initiative documents:

HY142001 Service Manual

HA001006 POST EXCEL Series Country Code List

Application of Council Directives:

72/23/EEC, 89/336/EEC, 90/384/EEC

Harmonised Standards to which conformity is declared:

EN60950, EN55022, EN50082-1 (Criterion A - no degradation of performance)

Manufacturers name:

Design Initiative Ltd

Manufacturers address:

Glynde, LEWES, East Sussex, BN8 6SX, UK

Type of equipment:

Electronic Postal Scale

Model number:

FP rate **mail**

## Appendix A - Extract from Declaration of Conformity

### Application of Council Directives:

72/23/EEC, 89/336/EEC, 90/384/EEC

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# AMENDMENT RECORD SHEET

ISS	DATE	CN No	AMENDMENT
01	08/09/05	2085	Issued
02	09/01/06	2100	Batch mode included
03	21/07/06	2127	PIP RC49
04	11/09/06	2129	To remove bt mode
05	27/10/08	2199	Environmental Statement, re-programming.



DESIGN INITIATIVE LTD  
GLYNDE, LEWES, EAST SUSSEX BN8 6SX, UK

HA142002 Iss 05

ISO 9001:2000

Certificate No. FM 33684

A registered firm for the  
design manufacture and  
repair of weighing machines